

# South Ayrshire Council Proposed Local Development Plan

## Online Representations User Guide



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**South Ayrshire**

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### Consultation Home

Welcome to **South Ayrshire's** Consultation Portal

Listed within this welcome page are all of the consultation events. These can be filtered by selecting an option from the 'Show Consultations for:' box below. Consultations can take the form of documents, questionnaires/surveys or forums on a given topic. You can search the entire Consultation Portal using the 'Search' box above. You can also search for Comments, Consultees and Agents by clicking on 'Who Said What?' above.

In some instances, you will be asked to register or log in before being able to participate in a consultation event. To register please click on the 'Register' link within the 'Login' section.

Subject:  Status:  Keywords:

Consultation	Start	End	Status
<input type="checkbox"/> Proposed Local Development Plan Consultation Event	21/08/12 12:25	22/10/12 08:45	open

Number of items to display: 20  Displaying 1 to 1 of 1 items

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# You will need to register to make online comments and representations.





- First you need to register your details
- If you have previously registered you need to login
- To register select the Login/Register button near the top of the screen

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 Login / Register  Who Said What?  Help  Print

### Consultation Home



Take a tour

Register

Comments

Site Tour

Play


Welcome to South Ayrshire's Consultation Portal

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



In some instances, you will be asked to register or log in before being able to participate in a consultation event. To register please click on the 'Register' link within the 'Login' section.

Subject:  Status:  Keywords:



Consultation	Start	End	Status
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Number of items to display:  Page 1 of 1 Displaying 1 to 1 of 1 items

Share this page:  Delicious  Digg  Facebook  Reddit  StumbleUpon What are these?

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To register your details select



Select Register



### Login

Username:

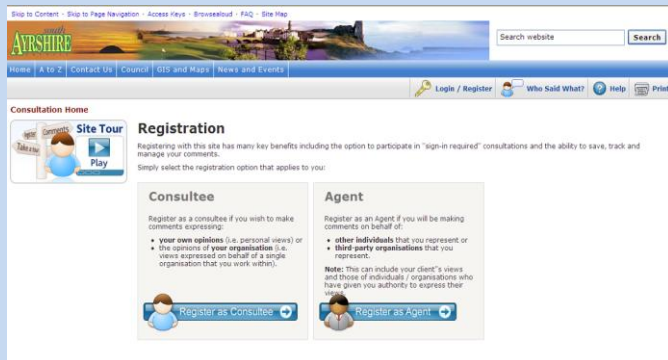
Password:

[Register](#)

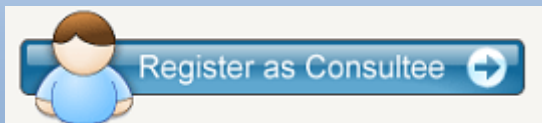
[Forgotten Password?](#)

[Forgotten Username?](#)

[Close](#)

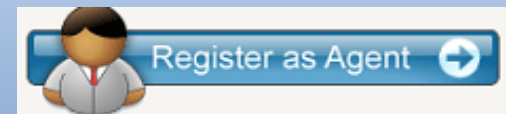


If you are a person or organisation making comments and representations on behalf of yourself click



or

If you are making comments and representations on behalf of a client click



## Consultee Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

### My Account

#### Name & Email

Title

Given Name

Family Name

Email Address

Username

Password

Confirm Password

I agree to all of the [Terms and Conditions of registering](#) ☐ Yes ☒ No

\* denotes required field

Check



Please read the terms and conditions of making online representations.

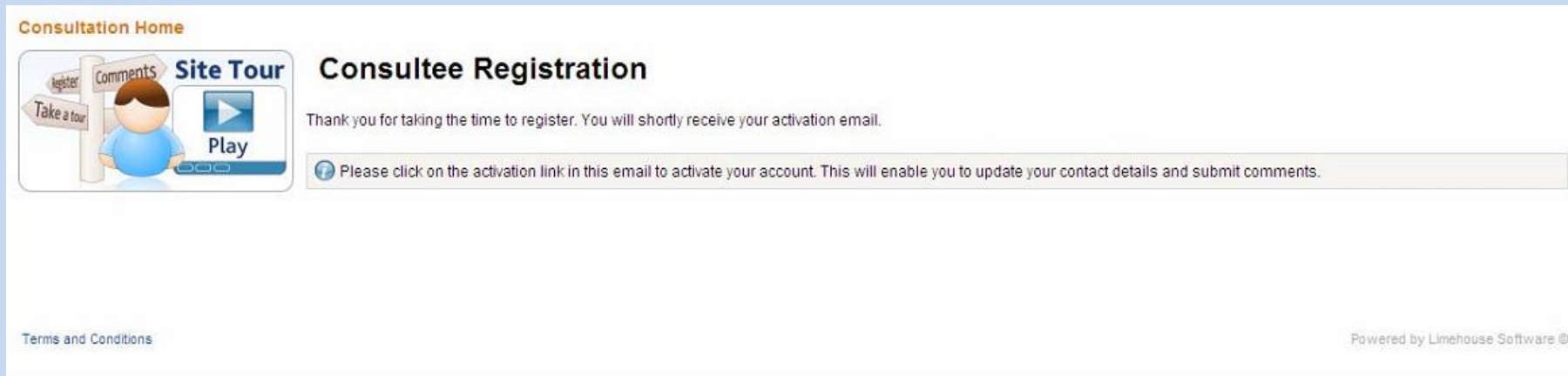
Fill in your details.

Choose a username and password.

Check to see if the username is already in use. If it is you will need to choose another.

Check

The message below will appear on screen.



**You will then be sent an activation email to the email address you registered  
(this will come from consult@objective the software provider)**

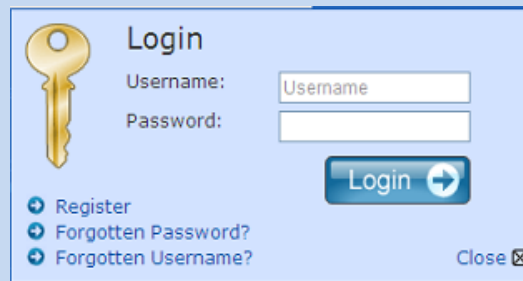


Click on the link to activate your account

If you don't click on this link you will not be able to make comments and representations online



Login using your username  
and password



**Login**

Username:

Password:

**Login**

[Register](#)  
[Forgotten Password?](#)  
[Forgotten Username?](#)

[Close](#)

Fill in your details

If you are representing an  
organisation please select the  
Organisation button

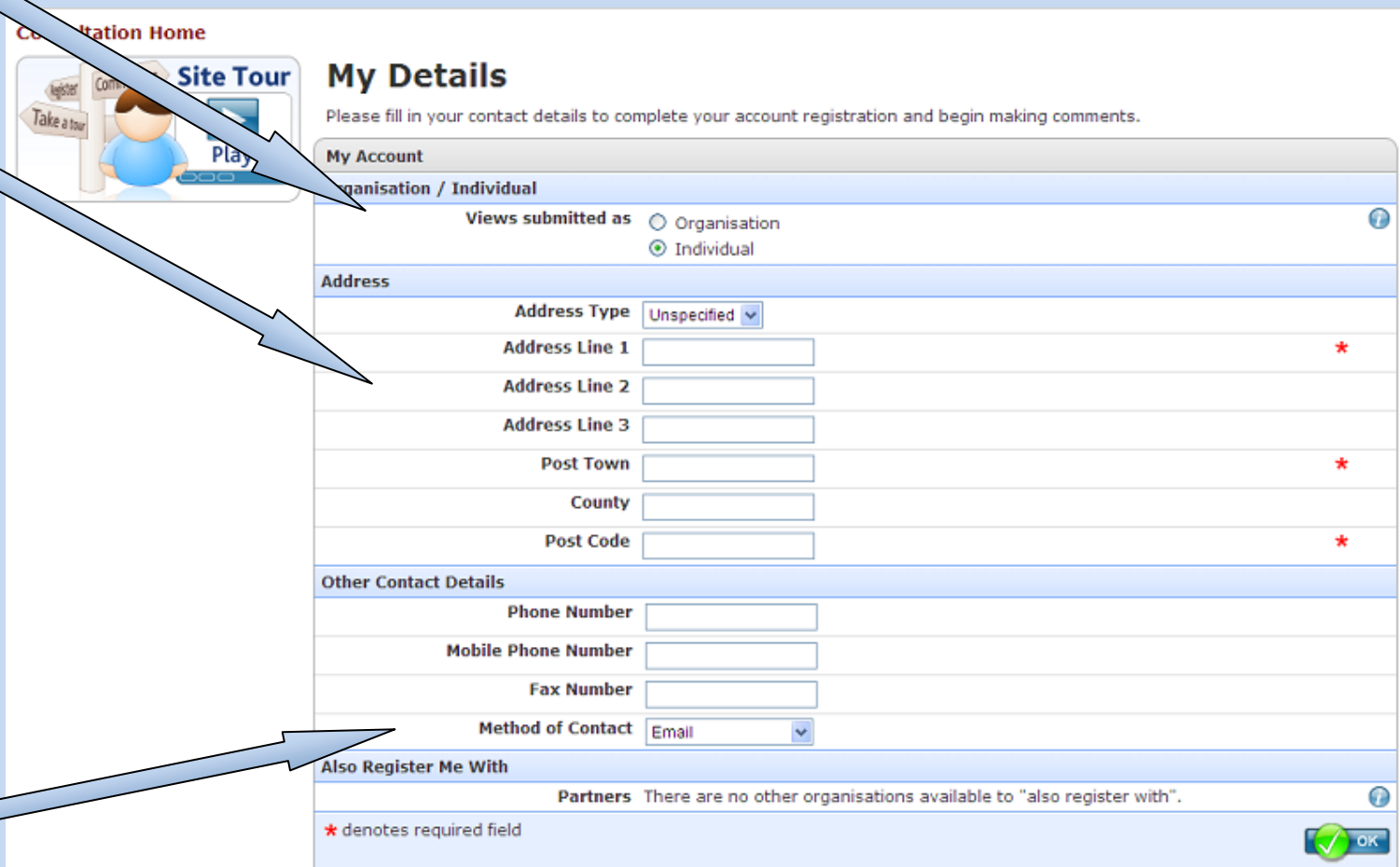
You must provide a postal  
address. Even if you prefer to  
receive all contact via email.

Please note:

Your contact details may be passed  
to the Scottish Government's  
Directorate of Planning and  
Environmental Appeals (DPEA)  
they may wish to invite you to an  
Examination in Public to discuss  
your representation. Your  
representation including your name  
and address will become publicly  
available.

Please select either  
Email or Letter

This allows us to contact you  
regarding this consultation and  
future events.



**My Details**

Please fill in your contact details to complete your account registration and begin making comments.

**My Account**

Organisation / Individual

Views submitted as ☐ Organisation ☒ Individual

**Address**

Address Type

Address Line 1

Address Line 2

Address Line 3

Post Town

County

Post Code

**Other Contact Details**

Phone Number

Mobile Phone Number

Fax Number

Method of Contact

**Also Register Me With**

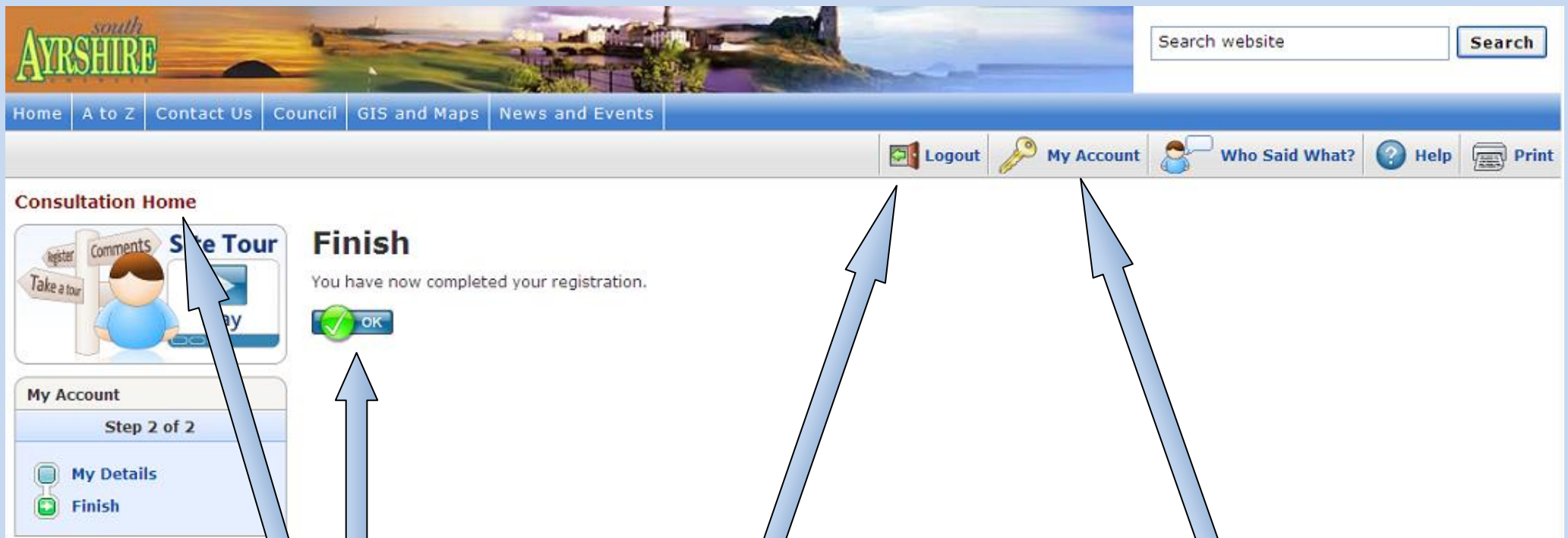
**Partners** There are no other organisations available to "also register with".

\* denotes required field

☒ OK



You have now completed the registration process and are able to make comments and representations online



To continue and view documents and make comments and representations click here

To log out and return later click here

To edit your account details click here

Here you can view comments and representations you have made. To edit your details click 'My Details'.



# Agent Registration ONLY

Consultation Home

Register Comments Site Tour  
Take a tour Play

## Agent Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account	
Name & Email	
Title	<input type="text"/>
Given Name	<input type="text"/>
Family Name	<input type="text"/>
Email Address	<input type="text"/>
Username	<input type="text"/> <input type="button" value="Check"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
I agree to all of the <a href="#">Terms and Conditions</a> of registering <input type="radio"/> Yes <input type="radio"/> No	
* denotes required field	

Fill in your details.

Choose a username and password.

Check to see if the username is already in use. If it is you will need to choose another.

Check



## Agent Registration

Thank you for taking the time to register. You will shortly receive your activation email.

Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.

**You will then be sent an activation email to the email address you registered  
(this will come from consult@objective the software provider)**



Click on the link to activate your account

If you don't click on this link you will not be able to make comments and representations online





## My Details

Please fill in your contact details to complete your account registration and begin making comments.

### My Account

#### Organisation / Individual

Views submitted as ☒ Organisation ☐ Individual

Company / Organisation

Position

#### Address

##### Address Type

Address Line 1

Address Line 2

Address Line 3

Post Town

County

Post Code

#### Other Contact Details

Phone Number

Mobile Phone Number

Fax Number

Method of Contact

#### Also Register Me With

Partners There are no organisations available to "also register with".

\* denotes required field



Fill in your details

If you are representing an organisation please select the Organisation button

You must provide a postal address. Even if you prefer to receive all contact via email.

Please note:

Your contact details may be passed to the Scottish Government's Directorate of Planning and Environmental Appeals (DPEA) they may wish to invite you to an Examination in Public to discuss your representation. Your representation including your name and address will become publicly available.

Please select either **Email** or **Letter**  
This allows us to contact you regarding this consultation and future events.

A letterhead will be created based on the information you have provided

**Consultation Home**

**My Account**

**Step 2 of 3**

- My Details**
- My Letterhead**
- My Consultees**

## My Letterhead

These settings allow you to personalise PDFs printed from the Consultation Portal. A combination of address details, contact details and your own logo can be used to form a letterhead at the top of the document.

Select 'edit' to customise the letterhead with your contact details and logo or select 'next' to continue.

Joe Bloggs LTD  
The Studio  
Ayr  
KA7

23/08/12 12:29

Letterhead loading...

[Edit](#) [Next](#)

**My Account**

**My Letterhead**

**Contact details to display**

- ☒ Address
- ☐ Phone Number
- ☐ Mobile Phone Number
- ☐ Fax Number
- ☐ Email Address

**Include date** ☒ Yes ☐ No

**Your logo** Upload:  [Browse...](#)

**Alignment of your logo**

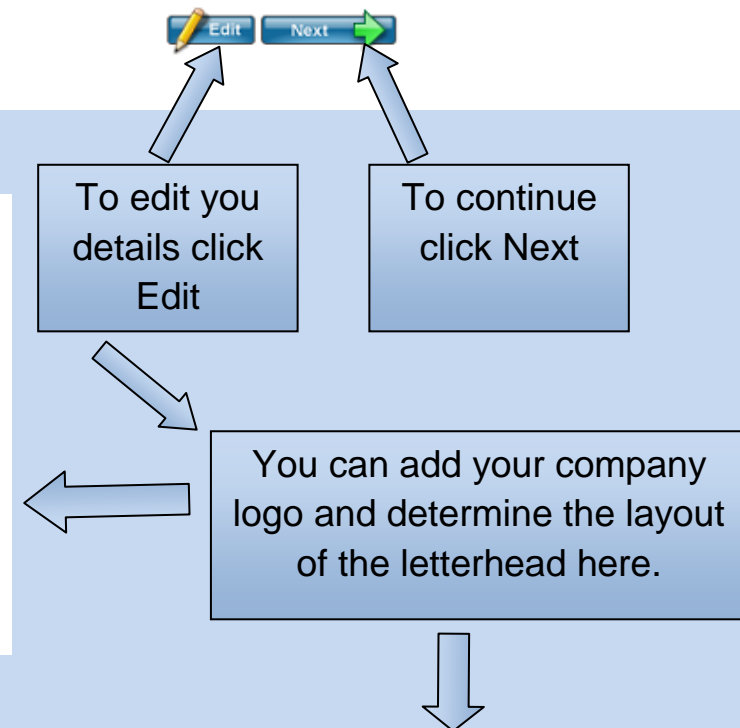
☒ Left ☐ Center ☐ Right ☐ Bottom

**Alignment of your contact details**

☐ Left ☐ Center ☒ Right

\* denotes required field

[OK](#)



**Agents Entering Clients Details :** The consultation system refers to individuals as consultees. You can add an individual consultee by managing my account. When registering you will be asked for details of any clients.

**Consultation Home**

**My Account**  
Step 3 of 3

**My Details**

**My Letterhead**

**My Consultees**

## My Consultees

You need to select a consultee before you can make comments  
Here you can create and manage your consultees.

**Create New Consultee**

Click here to add client details

## Create Consultee Account

Please complete the following information to create the organisation or individual that you represent.

**My Account**  
Organisation / Individual

Views submitted as ☐ Organisation ☒ Individual

**Name & Email**

Title

Given Name

Family Name

Email Address

**Address**

Address Type

Address Line 1

Address Line 2

Address Line 3

Post Town

County

Post Code

**Other Contact Details**

Phone Number

Fax Number

\* denotes required field

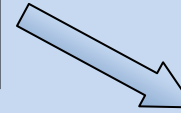
Fill in the relevant details for your client. This allows the system to link your comments to the client you are representing.

Please note:

Clients contact details will not be disclosed. By commenting on behalf of a client their details may be passed to the Scottish Government's Directorate of Planning and Environmental Appeals (DPEA) they may wish to invite you to an Examination in Public to discuss your representation. Your representation including your name and address will become publicly available.

**Agents: Client Details.** The consultation system will show you a list of clients you have registered.

To edit your Agent details click here



Consultation Home

My Account

Step 3 of 3

- My Details
- My Letterhead
- My Consultees

## My Consultees

You need to select a consultee before you can make comments

Here you can create and manage your consultees. When you are ready [start making comments](#).

Name	Draft	Submitted	Processed	Inadmissible	Edit	Delete
Mr Gareth Bailey	0	0	0	0		
Mr G Bailey	0	0	0	0		

Create New Consultee

To add more clients click here



A list of your existing clients are displayed here with information on the status of comments and representations.



You can edit your clients details or delete them from the list here

